

Internal Interview Request

To: *[Hiring Manager Name / HR Department]*

From: *[Your Full Name]*

Current Role: *[Current Job Title & Department]*

Date: *[Current Date]*

Subject: Expression of Interest: *[Target Position Title] - [Department Name]*

Dear *[Recipient Name]*,

Please accept this letter as a formal request to interview for the *[Target Position Name]* position currently available within the *[Department Name]*, as announced during the recent restructuring process.

Having served as *[Current Title]* for *[Duration]*, I have developed a deep understanding of *[Company Name]*'s core values and operational goals. I am eager to apply my experience in *[Key Skill 1]* and *[Key Skill 2]* to this new role to ensure a seamless transition and continued growth for the team.

During my tenure, my key contributions include:

- *[Achievement or Project 1]*
- *[Achievement or Project 2]*

I am confident that my institutional knowledge, combined with my commitment to the department's success, makes me a strong candidate for this restructured alignment. I look forward to the opportunity to discuss how I can contribute to the team's objectives in this new capacity.

Sincerely,

[Your Signature/Name]

[Employee ID / Contact Extension]